



Wastewater Treatment Utility
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TO: Board of Public Works and Safety

DATE: September 27, 2010

SUBJECT: Increase in Part time Lab Tech Hours

I request the Board of Works approval to increase Fikeveni "Fiks" Dlamini's part time hours and prorated leave benefits from 20 hours per week to 25 hours per week.

Fiks was hired in at 20 hours per week in March of 2009 and at that time the other part time "weekend" lab tech was at 24 hours per week. Fiks was working four hours per day Monday through Friday and the "weekend" person was working three 8 hour days (Saturday, Sunday, and one day through the week). When the "weekend" part time person resigned in March 2010 and evaluating the needs of the lab I found that it was more conducive to have Fiks work five hours per day Monday through Friday and have the "weekend" lab tech work twenty hours per week. Richard Closser was hired for the "weekend" lab tech position in May 2010 at twenty hours per week and will remain at twenty hours per week.

Thank you,
Steve Nelson